



DEFENSE LOGISTICS AGENCY
DEFENSE ENERGY SUPPORT CENTER
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FORT BELVOIR, VIRGINIA 22060-6222

JAN 25 2005

IN REPLY
REFER TO

BULK PETROLEUM EXECUTIVE AGENT COMPONENT STEERING GROUP CHARTER

I. AUTHORITY

The Bulk Petroleum Executive Agent (EA) Component Steering Group (CSG) is chartered under the authority of the Department of Defense (DoD) Directive Number 5101.8, dated 11 August 2004, paragraph 5.2.11, and the DLA Delegation of EA Authority Memorandum, dated 1 November 2004.

II. PURPOSE

The purpose of the Bulk Petroleum EA CSG is to provide a forum for DoD Component members (as identified in Section IV, Membership) to address bulk petroleum supply chain issues, agree upon metrics, assess the effectiveness and efficiency of the EA in fulfilling requirements, and make appropriate recommendations for improvements in DoD bulk petroleum matters.

III. OBJECTIVES

The CSG will function with the following objectives:

- a. Ensure requirements as specified in DoDD 5101.8 are met.
- b. Make continual improvements to the bulk petroleum supply chain to improve effectiveness and efficiency during peacetime and wartime.
- c. Commission integrated process teams (IPTs) to work specific issues.
- d. Develop and implement short and long-term plans for improving DoD bulk petroleum operations.
- e. Recommend courses of action to the EA.

IV. MEMBERSHIP

Membership is composed of representatives from the following organizations:

- Chair:** - Director, Defense Energy Support Center (DESC)
- Members:** - Commander, Air Force Petroleum Office
- Director, Army Petroleum Center
- Director, Naval Operational Logistics Support Center - Petroleum
- Deputy Engineer Advocate, HQ U.S. Marine Corps
- Director of Operations, DESC



- Fuels Officer, JCS (J-4)
- Combatant Command Joint Petroleum Office (JPO) Representatives
- Director Executive Agent Office, DESC (Executive Secretary)
- Representatives from other organizations as required

V. MEETING SCHEDULE

The Bulk Petroleum EA CSG will meet as required, but no less frequently than quarterly. The Executive Secretary will announce the meeting time and call for agenda items 30 days before each meeting. Based upon inputs, the Executive Secretary will provide a meeting agenda and any read-ahead material one week before the meeting.

VI. REPORTING

- a. Minutes will be recorded by the Executive Secretary and shall be distributed to all members.
- b. All recommendations will be coordinated and approved by members. Any serious disagreements will be appealed to the Office of the Deputy Under Secretary of Defense (Logistics & Materiel Readiness) (DUSD (L&MR)) when the CSG is unable to reach a consensus.

This is a fully coordinated Charter representing the intentions of the membership addressed above.



Chairman

Component Steering Group
Bulk Petroleum Executive Agent